

Registered Charity Number: 1075877

**Report of the Trustees and Unaudited Financial Statements
For the Year ended 31 March 2023
For the AGC Museum Trust**

Rothmans LLP
Chartered Accountants
Avebury House
St Peter Street
Winchester
Hampshire
SO23 8BN

AGC Museum Trust
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for the Year ended 31 March 2023

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AGC Museum Trust
Report of the Trustees
for the Year ended 31 March 2023

The Trustees present their report with the financial statements of the charity for the year ended 31 March 2023. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Structure, Government and Management

1. The Adjutant General's Corps (AGC) Museum opened in 2003 to collect, preserve, and display the history of the AGC and its antecedent corps, the Royal Army Pay Corps, Royal Military Police, Military Provost Staff Corps, Royal Army Educational Corps, Army Legal Services and the Women's Royal Army Corps and their rich histories. Subsequently:

a. In 1997, the Military Provost Guard Service (MPGS) was formed and some of their history is now displayed as part of the AGC Museum collection.

b. In 2011, the Gurkha Staff and Personnel Support (GSPS) was formed which allowed Gurkha administrators to assimilate with their AGC counterparts without losing their essential link to the Brigade of Gurkhas. Some of their history will also be displayed in the museum.

2. The Museum is managed by a Board of Trustees in accordance with the Museum Trust Deed updated 23 January 2023. The Board of Trustees comprises of not less than 6 members but no more than 12 members. It has:

a. Three Ex-Officio members who are members because of their vital and influencing appointments with the AGC Corps HQ.

b. Representation from across the Branches of the AGC and its antecedent Corps but it is slowly adapting the composition to meet the needs of the Board and the Museum rather than trying to cover every interest group.

3. The Board of Trustees meets twice yearly for ordinary meetings but has provision that allows 2 Trustees to call a special meeting at any time giving at least 14 days' notice of the date and the agenda. Formal records of all Board Meetings are maintained and distributed to all Trustees, the Curator and the AGC Finance Manager (as the manager of our bank account(s) and investments). The Board comprises the following key appointments:

a. **Ex Officio Members** The Corps Colonel AGC, the Corps Secretary AGC and Corps Sergeant Major AGC are ex-officio members. These 3 appointments have an important role in representing the Museum within the Army, the AGC and the general public but also keeping Trustees informed of changes in policy that affect military museums and encouraging the AGC preservation of its unique heritage.

b. **Chair of Trustees** Although the Chair has always been the Corps Colonel AGC appointment, the Trust Deed requires the Trustees at their first meeting each calendar year to elect any one of the Trustees to be the Chair for that year. This provision is there to protect the museum's interests and prevent any conflicts of interest between the AGC, its Association and the museum. The provision allows Trustees to ensure the Chair of Trustees cannot force through an agenda that may suit the AGC Association but which the museum Trustees feel is not in the museum's best interest. The Chair of Trustees has been granted some delegated powers from

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the Board of Trustees which allow the flexibility to deal with issues that would otherwise require referral to the Board of Trustees. These powers are limited and contained in an annual letter of delegation from the Board of Trustees.

c. **Trustees** The Museum collection, at the outset comprised of the histories of the antecedent Corps and representatives of those Corps were appointed to be Trustees, from a balanced mixture of those still serving in the AGC and veterans of the antecedent Corps. It is now over 30 years since the formation of the AGC and some of the serving Trustees have had their entire service in the AGC. These Trustees encourage their respective Branches to add AGC historical items to the museum collection.

d. **Honorary Treasurer** This Museum appoints an Honorary Treasurer, who chairs a finance committee and is accountable to the Chair of Trustees and ultimately the Board of Trustees on all financial matters. To preserve their independent role the Honorary Treasurer has no delegated authority to approve payments in their own right, although the Trustees have allowed the current incumbent to exceptionally be the countersigning officer for payments that have been properly authorised and are within budget but exceed the authorising officers level of individual delegation.

e. **Museum Director** The Corps Secretary AGC is the Museum Director; he supervises the day-to-day activities of the Museum and is accountable to the Chair of Trustees and the Board of Trustees on every aspect of the Museum's administration and all of the activities, and administration of the staff. The Museum Director has delegated powers from the Board of Trustees which aim to allow limited flexibility to deal with issues that would otherwise require approval of the Board of Trustees – these powers are contained in an annual letter of delegation from the Board of Trustees. This post is the principal authorising officer for all payments and the line manager for the Curator.

f. **Independent Museums Advisor** The Board is very fortunate to have an independent advisor on museums; his expertise on museum organisation and collection management ensures the museum activities protect, preserve and display the museum collection. Although not a Trustee, the museums advisor attends all board meetings and has the experience to advise on a wide range of museum issues.

g. **Curator** The Curator is not a Trustee but is accountable to the Board of Trustees. The Curator attends Board Meetings to brief on the activities since the last meeting, staff issues, to raise any concerns, and to understand the direction of the Board. The Curator is also the line manager of the museum staff and any volunteers working on behalf of the museum. The Curator has a lower level of delegated powers from the Board of Trustees which aim to allow the flexibility to deal with day-to-day issues approved in the budget. In their absence, the Assistant Curator has the authority to authorise payments that are within their delegation. Both Curator and Assistant Curator powers are contained in an annual letter of delegation from the Board of Trustees.

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4. **Trustee Selection** If a vacancy occurs on the Board of Trustees, the Chair of Trustees informs the other Trustees and where possible identifies potential candidates as replacement for consideration by the Board. No Trustees should be appointed out of committee and every replacement must be discussed at the next available Board meeting. The Trust Deed allows between 6 and 12 members and this allows the Board of Trustees sufficient flexibility to consider replacements and to vote them in as Trustees without the need to convene a special meeting. The only exceptions to this rule are the 3 Ex-Officio members who automatically become Trustees by virtue of their appointments within the AGC Corps HQ.

5. **Chair Of Trustees** The issue of what would happen should the Chair of Trustees be posted or operationally deployed and become unavailable as Chair was discussed at recent Trustee meeting. Although no decision on how this might be handled was made, it was clear that although a replacement would assume the Ex Officio role as a Trustee, they would not automatically become Chair of Trustees.

6. **Trustee Remuneration** All of the Trustees are volunteers and none receive remuneration from the museum, although the revised trust deed allows for the refund of reasonable expenses incurred by Trustees acting on museum official activities.

7. **Composition of the Board of Trustees** The Board of Trustees is shown below:

Name	Date Appointed	Date Retired
Ex Officio Trustees		
Col VJ Whiting ADC	From 4 June 2021	
Lt Col (Retd) MJR Cotton MBE	From 28 April 2012	
WO1 (Corps SM) W Heathcote AGC(SPS)	From 9 March 2022	
Trustees		
Col (Retd) AK Brown OBE	From 31 March 2017	
Lt Col (Retd) MMT Burton-Doe	From 28 September 2022	
WO1 J Donachie AGC (MPGS)	From 9 March 2022	
Col BA Gray	From 6 June 2018	
Col M Ketterer	From 1 October 2020	28 September 2022
Lt Col (Retd) J Jennings	From 9 March 2022	28 September 2022
Lt Col (Retd) RC Naile MBE	From 28 September 2022	
Col C Terblanche	From 28 September 2022	
Col SM Vardy	From 1 October 2020	
Col (Retd) AJ Ward	From 2 December 2011	
In Attendance		
Mr D Smurthwaite	Independent Museum Advisor	
Mrs BE Taubert-Brayley	Curator	

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8. **Committees** The Trust Deed allows the Board of Trustees to form committees responsible for specific areas of the museums administration. Such committees act in accordance with direction from the Board of Trustees contained in detailed Terms of Reference. Any committee formed is ultimately accountable to the Board of Trustees but the Chair of Trustees is responsible for oversight of these committees.

9. **The Finance Committee** Finance Committee meetings are currently chaired by Col (Retd) AJ Ward (the Honorary Treasurer) with Col (Retd) AK Brown as the Vice Chair and Lt Col (Retd) MJR Cotton and Mrs BE Taubert-Brayley as members. The AGC Finance Manager (Mr R Sorsbie) is in attendance, where his other duties allow, to advise on accounting matters including the Sage Reporting. The Terms of Reference for the Finance Committee are to monitor internal financial controls to assist and advise the Trustees in order that they:

- a. Meet their legal duties to safeguard the charities assets.
- b. Administer the charities finances and assets in a manner that identifies and manages risks.
- c. Ensure the quality and integrity of financial reporting.

10. **The Museum Redevelopment Committee** This committee has been formed to oversee the redevelopment project. The committee is chaired by Lt Col (Retd) MMT Burton-Doe and has members drawn from the Staff and Personnel Support, Provost, Educational and Training Services, and Army Legal Services branches of the AGC as well as an additional trustee in Lt Col (Retd) RC Naile MBE. This Committee has no delegated financial powers at the moment as it is still in the preparatory phase of the project. Once fully costed plan and delivery schedules are approved by the Board of Trustees, funding will be sought from the AGC Association, terms of reference and letter(s) of delegation will be issued specific to individuals on a project team responsible for the delivery of the redevelopment project. The Trustees have allowed some early expenditure to take place but these sunk costs will be recorded against the overall costs of the redevelopment project.

Trust Objects

11. The Objects of the Museum are to educate the public and members of the Corps in the history and military accomplishments of the Corps and to promote military efficiency and encourage recruitment by public exhibition of the collection in a museum or museums or other such places as the Trustees may from time to time decide, and to conserve, restore, repair, re-construct and preserve the objects of the collection.

Purposes of the Charity

12. The purpose of the AGC Museum is to educate the public and members of the Corps in the history and military accomplishments of the AGC and its antecedents. The museum will collect, document, preserve, display, undertake research and provide access to material relating to both the Corps and its antecedents. The work undertaken will be to the standards required to maintain Accredited Museum status with Arts Council (England).

13. In addition, material displayed in the museum will be of benefit to the general public, military veterans and serving personnel. The content of the displays will provide a stimulating experience for all, in order to show the role of the Army in the development of this

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nation; promote the military ethos; assist in recruiting and project a positive image of the British Army. The Trustees have paid due regard to the Charity Commission's guidance on public benefit in deciding what activities the charity should undertake.

Review of Activities, Developments and Achievements

14. The Museum has been open for the most of this year only closing for the major Bank Holidays and for 2 weeks over the Christmas period. Visitor traffic to Winchester has increased but have been more UK based staycation or day-trip visitors rather than international tourists. The café is still being run by the same licence holder, who has now held the licence for over a year. The café continues to be popular and has an increasing regular customer base.

15. The Museum has now returned to its opening hours pre-COVID. Illness has impacted café opening; however, the Museum has managed to continue to operate as normal even with members of staff sickness.

16. The Museum has had 12,833 visitors this financial year. This is a significant increase on the previous year due to an increase in general visitors, as well as increased educational and military unit visits to the site. Fifteen military units visited the site, 10 of these visits included a lecture or guided tour by a member of museum staff. All 10 were AGC unit visits coming specifically to the museum for ethos and Corps history tours.

17. The education programme for the site has been extremely successful, with 15 schools over 19 days visiting for history topics in this financial year. Most school visits occurred in November, and focused on the World Wars, local history, and Remembrance. In total 734 pupils utilised the AGC Museum and our staff's knowledge and expertise. As part of Winchester's Military Museums, a portion of the education programme is funded through Reaching Out!, a Hampshire-wide, multi-museum initiative to engage with schools with a high pupil premium. This was the sixth year of the programme with the funding renewed for another year.

18. The Volunteer programme has restarted with the successful recruitment of 5 new volunteers. The volunteers help with social media, school visits, the archive, and collections work. Many of the volunteers are students at Winchester University and are completing volunteer hours as part of various degree programmes. The Museum hosted a work experience student, the first since COVID, with several more booked in the new financial year.

19. The audit of the boxed collection has continued, with only 22% of the collection left to check. An audit of the photograph collection has begun. Items are still being accepted into the collection, with more contemporary items being offered for donation due to the 30th anniversary celebrations.

20. Two temporary exhibitions were created for this financial year. This included an exhibition celebrating the 30th Anniversary of the formation of the AGC, which ran from 6th April 2022 until January 2023, and an exhibition on the Second World War. This latter exhibition focused on the Central Mediterranean Theatre and will run until the end of 2023.

21. There have been 32 enquiries of historical research; a majority of have been family history related. The Museum has been contacted by an academic for their master's degree dissertation. The Museum has also supported the Corps events for the 30th Anniversary

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celebrations, and continues to support through historical research and ethos visits.

Financial Review

22. The work of the Finance Committee has greatly eased since the employment of the latest AGC Finance Manager. The accounts now reconcile each month so audit checks are much quicker, sage reports are far more accurate and available, and efforts are now focussed more on improving other areas that would benefit from some attention.

23. **Policy Development** The policy development continues and this year with a comprehensive staff handbook drafted by the Chair of Trustees, commented on by Trustees both out of committee and at 2 Trustee meetings, before being adopted as a welcome guide by the staff. Work continues in 2023 on other policies but this is significant progress for both the Board and the staff.

24. **Governing Document** The Trustees passed a resolution to adopt a new Trust Deed which was signed by all Trustees and dated 23 January 2023. This brings our governing document up to date and resolves a number of anomalies in the previous document.

25. **Letters of Delegation** The Trustees approved letters of delegation to key personnel and the subsequent scrutiny of payments have not only improved the administration of the Museum but also revealed areas for improvement and in some cases, cost savings. This year saw no change from the previous year and the delegated levels were not increased.

26. **Internal Audit.** This continues but much of the observations are resolved immediately and those that need further effort are normally resolved within a week of being notified.

27. **Risk Register** A High-level Risk Register has been adopted by the Board of Trustees which they review as an agenda item at each of their meeting. Any Trustee may recommend an issue for inclusion in the Risk Register. Some of the risks identified weaknesses and the need for further work by the Trustees to mitigate them.

28. **Cash Flow** The Honorary Treasurer now provides a financial report to the Trustees on a quarterly basis; his reports have moved on from explaining the information in the SAGE reporting and any anomalies to recommending areas for improvement such as the opening of a 35 day deposit account for cash flow surpluses (which yielded more than £400 interest this year) and closing underperforming investments.

Income and Expenditure

29. **Sources of Income** The Museum's sources of income are:

a. **Army Museums Ogilby Trust** The museum is very fortunate to receive a grant toward gross staff costs – this year the grant was £69.58K. This includes a £3K adjustment from underpayments in previous years.

b. **AGC Association** The AGC Association provides a generous annual grant

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to cover the estimated shortfall in operating costs – this year's grant was £28K. The grant was assessed to cover the operating cost shortfall in a year that included the delivery of the redevelopment project – the delay in delivery has resulted in underspends in a number of areas.

c. **Interest on Investments** The Trustees elected to remain with Blackrock until after the redevelopment and the investments delivered interest of £2.5K.

d. **Donations and Research Fees** This year donations have continued at a very good rate realising £950 thanks to the generosity of the public and contributions for research undertaken by the museum staff.

e. **Miscellaneous Income** The remainder of the income was the interest on the deposit account (including £6.86 from the closed COIF account) of £425 and other small items (shop profit, café internet contributions, credit card loyalty payment etc) of individually less than one hundred pounds

30. **Expenditure** Activity in the museum has increased this year and with that comes increased costs but the most significant areas are:

a. **Staff Costs** The museum staff salaries are reviewed annually and awarded a pay rise normally based on the ONS website March rate of RPI. Given the world and domestic economic issues, this resulted in a significant uplift. The net cost of staff salaries was £69.19K with an additional £3.2K in pension costs.

b. **Operating Costs** The museum incurred insurance costs for the museum and collection of £2.1K, museum professional membership fees of £834, telephone and internet costs of £454, and bookkeeping fees of £585. The museum also paid £600 for the independent examination of the accounts. The remainder of the expenditure was on items less than £500 and covered in the accounts.

c. **Trustee Expenses** The revised Trust deed entitles trustees to claim reimbursement of reasonable expenses properly incurred in acting in an authorised manner on behalf of the museum. All such claims are authorised by the Museum Director. This year costs amounted to £565.

d. **New Equipment** The equipment replacement program saw the planned replacement of some computer equipment, the brought forward replacement of the CCTV equipment and the purchase of some new equipment to support the digitization project and a card reader for the shop. The total spent on this area was £2.72K.

e. **Shop Stock** The Trustees reviewed the museum shop and after much deliberation decided to write off the majority of the stock for 3 reasons – it was not selling, some was over 10 years old and it had the wrong badge on it since the new AGC cypher had been introduced last year. This resulted in a write off of £686.

31. **Excess of Income** The Museum had budgeted for the delivery of the redevelopment project in year and as such areas of the budget were deliberately inflated to cover things that would occur as part of that project - conservation costs would increase of moving and temporarily storing items, cleaning and repairing cabinets, small minor works to prepare for the redevelopment, a planned opening ceremony etc, etc. The ongoing issues with the ingress of water effecting the fabric of this grade 2 listed building prevented the

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Trustees approving the project from proceeding. The financial consequent of this was the museum could not spend the income as planned resulting in an excess of income before gains of £18,976.

Use of Excess of Income

32. **Historical Review of Financial Performance** The historical look at the previous 6 years financial performance is shown below.

Income/Expenditure	31 Mar 18	31 Mar 19	31 Mar 20	31 Mar 21	31 Mar 22	31 Mar 23
Total Income	£75.29k	£63.63K	£84.77K	£85.14K	£85.42K	£102K
Total Expenditure	£68.74K	£75.44K	£79.71K	£74.18K	£69.17K	£83K
Excess of Income	£6.55K	N/A	£5.06K	£10.96K	£16.25K	£19K
Excess of Expenditure	N/A	£11.81K	N/A	N/A	N/A	N/A

33. **Operating Cost Grants.** In our last report the Trustees were clear on the critical dependency on the AGC Association for the shortfall in the operating costs and the need for some of annual reporting on how the money has been spent (or as in this year, why it hasn't been spent and what the Trustees have done with the excess). At the March trustees meeting, the Trustees discussed the fact that there would be an excess this year it was decided that given the predicted, but yet unknown, rise in the cost for the redevelopment project the museum would place the excess into the reserves until such time as the project is complete.

Investment Policy and Performance

34. **Investment Management** As at 31 March 2023, the value of the Blackrock investments was £65,858.64. This compares badly to the previous year's valuation of £73,720.74 with a loss of £7,862.10. It is worth noting that the valuation at 30 June 2022 was £67,364 and therefore most of loss was incurred in first 3 months of year.

35. **Investment Objectives** In 2011 the Trustees wanted to establish a reserve that provided quarterly income to the museum to defray the operational cost demands on the AGC Regimental Association and to provide a buffer to any employment costs that occurred as we took on staff that were filling posts that were previously Civil Service. This reserves policy remains unchanged.

36. **Future Investment Strategy** The Trustees have frequently discussed their investment strategy and decided not to change until after the redevelopment is complete. The Trustees plan to hold a series of sessions post redevelopment to develop a clearer understanding of their future financial strategy, reserves and investment policy during 2024 and 2025.

37. **Investment Returns** The Trustees remained satisfied that Blackrock was a safe investment for their short-term objective but looking longer term, they would seek independent financial advice on achieving their investment objectives and getting

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comparative performance benchmarks.

Risk Management

38. The Trustees now have risk as a standing item on all Trustee meetings. Each risk is assigned to an owner who is responsible for the maintenance of that risk, the mitigation and assessing the probability and potential impact. The Trustees consider each of the strategic risks and give their views on the effectiveness of the mitigation, the probability of the risk occurring and the potential impact. All changes to the Risk Register will be discussed and agreed by the Trustees.

Plans for the Future

39. The planned redevelopment of the Museum remains the Trustees highest priority activity. The Trustees have directed that the collection is to be rebalanced to give greater focus on the 30 years of the Adjutant General's Corps and more recent conflicts in the Balkans, Iraq and Afghanistan. The collection will also focus on story-telling through the use of more digital interactive means.

40. In 2022/2023, plans were put on hold due to ongoing infrastructure issues with the roof of the museum, further complicated by a change of MOD contractor and the listing of the building. Repair work commenced in March 2023 and it is therefore anticipated that the physical redevelopment will commence in 2023/2024. In late March 2023, damp was discovered which is being investigated and may yet further delay the timeline. In terms of visitor numbers winter remains the optimum time to close the museum for the work to be carried out. Once all infrastructure matters are resolved a decision will be taken in conjunction with the project manager on when to start. In the meantime, a redevelopment working group was created with representatives from each Branch of the AGC, meeting for the first time in May 2022. Two new Trustees were brought on board to manage the process. As work commences the working group will become a project board with one of these Trustees as Chairperson. Funding from the AGC Association remains available when required.

41. In July 2022 a meeting was held to discuss the draft revised Trust Deed with Army Museums Ogilby Trust (AMOT). The Director of AMOT, accompanied by a solicitor, agreed that the revised Deed was fit for purpose and did not require legal advice to be adopted as the objects of the charity and the dissolution clause remain intact. Going forward, the Trust Deed will be formally reviewed every four years in line with COBSEO guidance.

42. As at March 2023 the lease for the Museum is yet to be finalised. The first of Winchester Military Museum's to be granted its lease, the Gurkha Museum, received theirs in July 2022. It is anticipated that this will form a template for the remainder of the museums on the Peninsula Barracks site. Significant pressure has been placed on MOD for the AGC Museum to be next in line to receive a lease, as it houses the only café available on site.

43. In 2023, certain Museum governance documents will be reviewed. The AGC Museum HR Policy Compendium was ratified by the Trustees in March 2023 and will be formally reviewed again in 2027, with minor updates occurring as and when required to remain compliant with legislation. The Museum Director is leading on the review of the Business

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Continuity Plan to be presented to Trustees at the October board meeting. The Chair of Trustees is leading on the review of Trustee training and induction, once again for review at the October board meeting. It is expected that the Museum will be invited to apply for accreditation in July. If successful, accreditation will last for 5 years.

44. In terms of the collection, the digitisation of the collection is ongoing with grants being sought for items that are too large or difficult to digitise in-house. The Museum is in talks with the Women's Royal Army Corps to collaborate on a project with Legasee to record oral histories of the ATS and WRAC. An asset review is ongoing, with the Honorary Treasurer and Curator focussing on currency items in the next quarter.

45. **Review of Reserves** The Trustees have discussed the reserves and decided that until the Museum redevelopment project had been completed, the existing reserves policy must not be compromised by over commitment of funds. The reserves policy would continue to be reviewed annually. The total reserves at 31st March was £236,776 (2022: £225,662).

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Reference and Administrative Details

Name Adjutant General's Corps Museum Trust

Charity Number 1075877

Principal Address

Corps Headquarters AGC
The Gloucester Building
Worthy Down
Winchester
Hampshire
SO21 2RG

Bankers

Royal Bank of Scotland
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Hampshire
GU17 7NR

Independent Examiner

Rothmans LLP
Chartered Accountants
Avebury House
St Peter Street
Winchester
Hampshire
SO23 8BN

Solicitors

Mr Richard Robson
Warner & Richardson
29 Jewry Street
Winchester
Hampshire
SO23 8RR

Investment Manager details

Blackrock UK Charities and Endowments
Drapers Gardens
12 Throgmorton Ave
London, EC2N 2DL

AGC Museum Trust

Independent Examiner's Report to the Trustees of the AGC Museum Trust For the Year Ended 31 March 2023

Independent examiner's report to the Trustees of AGC Museum Trust

I report to the charity trustees on my examination of the accounts of AGC Museum Trust (the Trust) for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Susan Sullivan FCA
ICAEW
Rothmans LLP
Chartered Accountants
Avebury House
St Peter Street
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Hampshire
SO23 8BN

Date: 24 January 2024

AGC Museum Trust

**Statement of Financial Activities
For the Year Ended 31 March 2023**

	Notes	2023 Unrestricted & total funds £	2022 Unrestricted & total funds £
Income and Endowments From			
Donations and legacies	2	98,533	82,427
Charitable activities	4		
Museum Activities		376	544
Investment income	3	<u>2,964</u>	<u>2,445</u>
Total		101,873	85,416
Expenditure on			
Charitable activities	5		
Museum Activities		82,897	69,165
Net gains on investments		<u>(7,862)</u>	<u>4,081</u>
Net Income		11,114	20,332
Reconciliation of Funds			
Total funds brought forward		225,662	205,330
Total Funds Carried Forward		<u>236,776</u>	<u>225,662</u>

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Balance Sheet
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	Notes	2023 Unrestricted & total funds £	2022 Unrestricted & total funds £
Fixed Assets			
Tangible assets	9	4,335	4,444
Heritage assets	10	80,744	80,244
Investments	11	<u>65,858</u>	<u>73,720</u>
		150,937	158,408
Current Assets			
Stocks	12	46	994
Debtors	13	5,965	17,393
Cash at bank and in hand	14	<u>82,003</u>	<u>50,710</u>
		88,014	69,097
Creditors			
Amounts falling due within one year	15	(2,175)	(1,843)
		<u>85,839</u>	<u>67,254</u>
Net Current Assets		<u>236,776</u>	<u>225,662</u>
Total Assets less Current Liabilities		<u>236,776</u>	<u>225,662</u>
Net Assets		<u>236,776</u>	<u>225,662</u>
Funds	16		
Unrestricted funds:			
General fund		<u>236,776</u>	<u>225,662</u>
Total Funds		<u>236,776</u>	<u>225,662</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 22nd January 2024 and were signed on its behalf by:



 Lt Col (Ret'd) MJR Cotton MBE - Trustee

AGC Museum Trust
Notes for the Financial Statements
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1. Accounting Policies

Basis of preparing the Financial Statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the relevant version of the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements are prepared in sterling which is the functional and presentational currency of the Charity. The financial statements are rounded to the nearest pound.

The Trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern and these accounts are prepared on a going concern basis.

The most significant estimates affecting these accounts are the estimations of the useful lives of the fixed assets and heritage assets. There are no significant judgements which affect the amounts recognised in the financial statements.

With respect to the next reporting period, the most significant areas of uncertainty that affect the carrying value of assets held by the Charity are the level of investment return and the performance of investments.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Grants from other agencies, donations and other income from activities are in furtherance of the charity's objects and are part of the general funds of the charity. A restricted fund is recognised where this is an agreed and explicit condition of the grant or donor.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

AGC Museum Trust
Notes for the Financial Statements
For the Year ended 31 March 2023

1. ACCOUNTING POLICIES - continued

Governance Costs

Governance costs are the costs of professional advice, holding trustee meetings or committee meetings associated with decision making, any fee for audit or independent examination and any fee incurred in the preparation, statutory filing, printing or copying of the annual report and accounts.

Allocation and Apportionment of Costs

Support costs include administrative and governance costs and are allocated to the activities the Charity undertakes in proportion to the level of resources utilised by each activity. During the current and previous years all expenditure incurred by the Charity has related to the single activity of the governance of the AGC Museum.

Tangible Fixed Assets

All assets having a purchase value of more than £500 are capitalised. The cost of tangible fixed assets are written off by equal annual instalments over their expected useful lives using the following methods of depreciation:

Furniture, fixtures and equipment - Straight Line over a period of 2 - 10 years

Assets with a life of more than one year but with a purchase value of below £500 are included within the inventory but the cost is written off in the year it is incurred and is not depreciated over the useful life of the asset.

Heritage Assets

In the course of the unit's history, the charity has acquired gifts, memorabilia, regalia, silverware, antiques and other historical artefacts in the course of distinguished military service in service of the Crown. The value of these pieces is in large part derived from their close association with Regimental history which precludes the use of conventional valuation techniques being applied. Whilst the objects of the charity do not specifically include preservation and conservation, the pieces represent an essential element of celebrating the unit's history and foster esprit-de-corps. Consequently, the managing Trustee considers the charity to hold heritage assets as an element of national history on behalf of the nation.

Heritage assets are initially measured at cost. Assets which are donated to the charity are measured at valuation wherever this can be reliably estimated. The initial valuation of donated assets is subsequently treated as the deemed cost of the asset therefore these accounts present all assets at cost less depreciation. Assets are depreciated over their useful economic lives, however in the Trustees' opinion, all of the assets currently held by the Trust have infinite lives and are therefore not depreciated.

The Trust's heritage assets are managed by the Trustees of the AGC Museum Trust and are displayed for public viewing at the AGC Museum in Winchester. The Museum Curator maintains a register of all assets which have been acquired by the Trust, including the source of each asset, the date of acquisition, a brief description of the asset and its acquisition cost or value.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow-moving items.

Taxation

The charity is exempt from tax on its charitable activities.

AGC Museum Trust
Notes for the Financial Statements
For the Year ended 31 March 2023

1. ACCOUNTING POLICIES - continued

Fund Accounting

Funds held by the Charity are deemed to be:

General Purpose / Unrestricted funds. These are the funds that can be used in accordance with the charitable objectives at the discretion of the Managing Trustee.

The Charity does not currently have any Restricted or Endowment funds.

Pension Costs and other Post-Retirement Benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Donated Goods, Services and Facilities

Donated goods, services and facilities are recognised as income when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use by the charity of the item is probable and that economic benefit can be measured reliably.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

On receipt, donated goods are recognised at their fair value. Goods donated for on-going use by the charity are recognised as tangible fixed assets, with the corresponding gain recognised as income from donations.

Investments

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet. The charity's investments are held in unit trusts and the fair value for these investments is equivalent to the market value, using the bid price.

All gains and losses are taken to the Statement of Financial Activities as they arise. Realised gains and losses on investments are calculated as the difference between sales proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value. Realised and unrealised investment gains and losses are combined in the Statement of Financial Activities.

AGC Museum Trust
Notes to the Financial Statements - continued
For the Year ended 31 March 2023

2. Donations and Legacies

	2023	2022
	£	£
Donations	950	1,494
Grants	<u>97,583</u>	<u>80,933</u>
	<u>98,533</u>	<u>82,427</u>

The Charity is provided with Museum facilities within the Peninsula Barracks and administrative support from Army personnel within the Worthy Down Army Camp at no cost. No income is included in these financial statements for these donated facilities as it is not possible to reliably measure the value of these gifts.

Grants received, included in the above, are as follows:

	2023	2022
	£	£
Army Museums Ogilby Trust	69,583	61,433
AGC Regimental Association	<u>28,000</u>	<u>19,500</u>
	<u>97,583</u>	<u>80,933</u>

3. Investment Income

	2023	2022
	£	£
Dividends Received	2,519	2,443
Interest received	<u>445</u>	<u>2</u>
	<u>2,964</u>	<u>2,445</u>

4. Income from Charitable Activities

		2023	2022
	Activity	£	£
Shop income	Museum Activities	376	544

5. Charitable Activities Costs

	Direct Costs	Support costs (see note 6)	Totals
	£	£	£
Museum Activities	<u>75,964</u>	<u>7,933</u>	<u>83,897</u>

AGC Museum Trust
Notes to the Financial Statements - continued
For the Year ended 31 March 2023

6. SUPPORT COSTS

	Other	Governance	Totals
	£	costs £	£
Museum Activities	<u>6,748</u>	<u>1,185</u>	<u>7,933</u>

Accountancy and legal fees relate solely to the fees due to the Independent Examiner, Rothmans LLP, for the independent examination of these accounts.

Support costs, included in the above, are as follows:

	2023	2022
	Museum	Museum
	Activities	Activities
	£	£
Office & admin costs	31	30
Insurance	2,124	2,176
Repairs and renewals	6	1,765
Telephone & internet	454	2,222
Postage and stationery	104	84
Sundries	113	153
Security	331	104
Travel & Subsistence	11	98
Depreciation of tangible fixed assets	2,830	1,548
Loss on Disposal		166
Refreshments and meeting costs	744	1,084
Bookkeeping	585	742
Accountancy and legal fees	<u>600</u>	<u>1,125</u>
	<u>7,933</u>	<u>11,297</u>

7. Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses

Four trustees were reimbursed reasonable expenses totalling £565 for the year ended 31st March 2023 (31st March 2022 £543.04).

AGC Museum Trust
Notes to the Financial Statements - continued
For the Year ended 31 March 2023

8. Staff Costs

	2023	2022
	£	£
Wages and salaries	69,186	53,180
Other pension costs	<u>3,223</u>	<u>2,637</u>
	<u>72,409</u>	<u>55,817</u>

The average monthly number of employees during the year was as follows:

	2023	2022
Museum Staff	<u>4</u>	<u>4</u>

No employees received emoluments in excess of £60,000.

The charity considers the Board of Trustees to be its key management personnel. No Trustee received any remuneration for services to the Charity in the current or previous year.

9. Tangible Fixed Assets

	Fixtures and fittings £
Cost	
At 1 April 2022	192,197
Additions	2,721
Disposals	(3,800)
As at 31 st March 2023	<u>191,118</u>
Depreciation	
At 1 April 2022	187,753
Charge for year	2,830
On disposal	<u>(3,800)</u>
At 31 March 2023	<u>186,783</u>
Net Book Value	
At 31 March 2023	<u>4,335</u>
At 31 March 2022	<u>4,444</u>

AGC Museum Trust
Notes to the Financial Statements - continued
For the Year ended 31 March 2023

10. Heritage Assets

	Total £
Market Value	
At 1 April 2022	80,244
Addition	500
At 31 March 2023	<u>80,744</u>
Net Book Value	
At 31 March 2023	<u>80,744</u>
At 31 March 2022	<u>80,244</u>

The charity accounts for all Heritage Assets at cost less depreciation. Assets with indefinite useful lives are not depreciated and are subject to periodic impairment reviews.

Summary Analysis of Heritage Asset Transactions

There have been no heritage asset transactions in the last 5 years, except for the £500 addition above.

Heritage Assets not recognised on the Balance Sheet

The museum reserve collection consists of 60,000 items comprising photographs, documents, objects and uniforms all of which relate to the history of the antecedents and current Corps. These items are unique to the history of the Corps but the majority of the items do not have commercial value.

The accounts include only those items which have been acquired at a known cost. The remainder of the collection has not been recognised in these accounts as information on their cost or valuation is not available and such information cannot be obtained at a cost commensurate with the benefit to the users of the accounts and to the charity

AGC Museum Trust
Notes to the Financial Statements - continued
For the Year ended 31 March 2023

11. Fixed Asset Investments

	Listed investments £
Market Value	
At 1 April 2022	73,720
Revaluations	<u>(7,862)</u>
At 31 March 2023	<u>65,858</u>
Net Book Value	
At 31 March 2023	<u>65,858</u>
At 31 March 2022	<u>73,720</u>

There were no investment assets outside the UK.

Investments consist solely of investments held in unit trusts or other collective investment schemes.

12. Stocks

	2023 £	2022 £
Shop Stock	<u>46</u>	<u>994</u>

13. Debtors: Amounts Falling Due within One Year

	2023 £	2022 £
Other debtors	1,797	9,990
VAT	436	156
Prepayments and accrued income	<u>3,732</u>	<u>7,247</u>
	<u>5,965</u>	<u>17,393</u>

There are no amounts falling due after more than one year.

14. Cash at Bank and in Hand

	2023 Total funds £	2022 Total funds £
Cash in hand	70	70
Bank current account	3,516	34,898
Bank deposit account	<u>78,417</u>	<u>15,742</u>
Total	<u>82,003</u>	<u>50,710</u>

Cash at bank and hand is a financial asset measured at amortised cost.

AGC Museum Trust
Notes to the Financial Statements - continued
For the Year ended 31 March 2023

15. Creditors: Amounts Falling due within One Year

	2023	2022
	£	£
Credit card liability	774	159
Accrued expenses	<u>1,401</u>	<u>1,684</u>
	<u>2,175</u>	<u>1,843</u>

There are no amounts falling due after one year.

16. Movement in Funds

	At 1.4.22	Net movement in funds	At 31.3.23
	£	£	£
Unrestricted funds			
General fund	225,662	11,114	236,776
	<u>225,662</u>	<u>11,114</u>	<u>236,776</u>
Total Funds	<u>225,662</u>	<u>11,114</u>	<u>236,776</u>

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Gains and losses	Movement in funds
	£	£	£	£
Unrestricted funds				
General fund	101,873	(82,897)	(7,862)	11,114
	<u>101,873</u>	<u>(82,897)</u>	<u>(7,862)</u>	<u>11,114</u>
Total Funds	<u>101,873</u>	<u>(82,897)</u>	<u>(7,862)</u>	<u>11,114</u>

Comparatives for movement in funds

	At 1.4.21	Net movement in funds	At 31.3.22
	£	£	£
Unrestricted funds			
General fund	205,330	20,332	225,662
	<u>205,330</u>	<u>20,332</u>	<u>225,662</u>
Total Funds	<u>205,330</u>	<u>20,332</u>	<u>225,662</u>

AGC Museum Trust
Notes to the Financial Statements - continued
For the Year ended 31 March 2023

16. Movement in Funds - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	85,416	(69,165)	4,081	20,332
	<u>85,416</u>	<u>(69,165)</u>	<u>4,081</u>	<u>20,332</u>
Total Funds	<u>85,416</u>	<u>(69,165)</u>	<u>4,081</u>	<u>20,332</u>

17. Related Party Disclosures

Whilst the charity has a close working relationship with the Army, there are no transactions with the Army which require disclosure under SORP FRS102. The only transactions made in favour of the Trust are wholly attributable to the charitable activities of furthering military efficiency. The Chairman, who acts as Managing Trustee, is a serving officer and fulfils the role as Trustee in accordance with the applicable laws and regulations.

During the year ended 31 March 2023 the charity received grants totalling £28,000 (2022: £19,500) from The Adjutant General's Corps Association (charity no 1185298). The AGC Museum Trust and the AGC Regimental Association have several trustees in common and both charities have the object of promoting the efficiency of the Adjutant General's Corps.

AGC Museum Trust
Detailed Statement of Financial Activities
For the Year ended 31 March 2023

	2023	2022
	£	£
Income and Endowments		
Donations and legacies		
Donations	950	1,494
Grants	<u>97,583</u>	<u>80,933</u>
	98,533	82,427
Investment income		
Dividends Received	2,519	2,443
Interest received	<u>445</u>	<u>2</u>
	2,964	2,445
Charitable activities		
Shop Income	<u>376</u>	<u>544</u>
Total Incoming Resources	<u>101,873</u>	<u>85,416</u>
Expenditure		
Charitable activities		
Wages	69,186	53,180
Pensions	3,223	2,637
Advertising	162	129
Shop purchases	947	100
Stock Contribution to RAPC	17	139
Conservation Costs	374	536
Administration & Education	221	150
Membership fees	834	804
Exhibition costs	-	7
Projects	<u>-</u>	<u>186</u>
	74,964	57,868
Support Costs		
Other		
Office and Administrative Costs	31	30
Insurance	2,124	2,176
Repairs and Renewals	6	1,765
Telephone and Internet	454	2,222
Postage and Stationery	104	84
Sundries	113	153
Security	331	104
Travel and Subsistence	11	98
Depreciation Fixtures and Fittings	1,221	829
Depreciation Computer Equipment	1,609	719
Loss on sale of Café Equipment	-	166
Refreshments and Conferencing Costs	<u>744</u>	<u>1,084</u>
	6,748	9,430

AGC Museum Trust
Detailed Statement of Financial Activities
For the Year ended 31 March 2023

	2023	2022
	£	£
Other		
Governance Costs		
Bookkeeping	585	742
Accountancy and Legal Fees	<u>600</u>	<u>1,125</u>
	1,185	1,867
Total Resources Expended	<u>82,897</u>	<u>69,165</u>
Net Income before Gains and Losses	18,976	16,251
Realised Recognised Gains and Losses		
Realised gains/(losses) on Fixed Assets		
Investments	<u>(7,862)</u>	<u>4,081</u>
Net Income/(Expenditure)	<u>11,114</u>	<u>20,332</u>